

ESTABLISHING A HOME OCCUPATION

Many people find it convenient and beneficial to conduct their businesses out of their own homes. This is permitted in every residential district in Contra Costa County with the issuance of a land use permit.

A home occupation is a business run entirely within the home, conducted by the people living there.

RESTRICTIONS:

There are restrictions placed on the home occupation. The primary use of the home must remain a residence and the activity must clearly be secondary and incidental to the residential use. The home occupation may not change the overall residential character of the home nor the area in close proximity. In addition, there are several other conditions that must be met before the land use permit may be granted:

1. All merchandise or services for sale must be produced on the premises. No other merchandise or services are allowed.
2. In order to preserve the residential character and safety of the area, the home occupation may not generate vehicular traffic in excess of that normally associated with single family residential use. No customers may visit the residence at any time.
3. Of the habitable floor area in the principal structure, only one room or twenty-five percent, whichever is greater, may be used for the home occupation. "Habitable floor area" excludes garage areas and areas within accessory buildings.
4. There may not be any exterior indication or evidence of the home occupation. This includes any exterior signs.
5. The home occupation may not interfere with any adjacent residential properties. This includes noise, dust, odor, fumes, vibration, smoke, electrical interference or interference of any other kind.
6. No one may be employed, except the applicant, in the conduct of the home occupation.

REVIEW PROCESS:

A land use permit is a discretionary permit and must be approved by the Zoning Administrator. After the application for the land use permit is submitted to the Community Development Department at the Application and Permit Center, a hearing time will be scheduled. Neighbors to the resident applying for a home occupation will be notified of the application and will be given a period of time during which they may submit to the hearing body any objections they may have.

OTHER REQUIREMENTS:

Additionally, a business license must be obtained for a home occupation. Other regulations may apply depending on the nature of the occupation. Please see County Ordinance Code Section 82-4.240 regarding home occupations and Sections 84-4.404 through 84-20.404 regarding uses requiring land use permits.

APPLICATIONS/ADDITIONAL INFORMATION:

Land use permit applications may be obtained from Community Development Department staff at the:

**Application and Permit Center
651 Pine Street
Second Floor, North Wing
Martinez, CA 94553
Telephone: (510) 646-1600**

Business license applications are available from:

**Treasurer-Tax Collector
625 Court Street
Martinez, CA 94553
Telephone: (510) 646-4230**